## **R&T - R**

Budget Revision Flowchart

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- 1) Is change >10% of total budget?

  OR
- 2) Has a requested line item cost not been previously approved?

  OR
- 3) Are there proposed expenditures for items that explicitly require prior written TCDD approval, such as insurance costs or capitol equipment purchases?

No

Notify grants staff, in writing, of any changes desired prior to making those changes so they can verify compliance.

Yes
Are you a state or local government?

No



Are you an institution of higher education, a non-profit, or a for profit organization? Yes





- 1) A budget revision form (GM-021) is required and must be approved.
- 2) The budget change must be explained on RAR (Form GM-025.)
- 3) Expenditures must be justified as reasonable and necessary.



## Yes

- 1) Is change >5% of total budget?

  OR
- 2) Has a requested line item cost not been previously approved?

  OR

3) Are there proposed expenditures for items that explicitly require prior written TCDD approval, such as insurance costs or capitol equipment purchases?



No

Notify grants staff, in writing, of any changes desired prior to making those changes so they can verify compliance.